


Republic of the Philippines
Municipal Government of Balayan
Request for Publication of Vacant Positions

To: CIVIL SERVICE COMMISSION (CSC)

This is to request the publication of the following vacant positions of the Municipal Government of Balayan in the CSC website:


JOEL T. ARADA
Municipal Vice-Mayor

No.	Position Title	Plantilla Item No.	Salary/ Job/ Pay Grade	Annual Salary	Qualification Standards					Place of Assignment
					Education	Training	Experience	Eligibility	Competency (if applicable)	
1	Librarian III	2018-127	18	361,284.00	Bachelor's Degree in Library Science/Bachelor of Science in Education, major in Library Science	8 hours of relevant training	2 years of relevant experience	RA 1080		Sangguniang Bayan-Library Seviles
2	Local Legislative Staff Officer II	2018-55	13	241,140.00	Bachelor's degree relevant to the job	None required	None required	CS Professional		Sangguniang Bayan-Secretariat
3	Local Legislative Staff Assistant I	2017-59	6	144,480.00	Completion of 2 years studies in college	None required	None required	CS Sub Professional		SB Secretariat
4	Local Legislative Staff Employee II	2017-274	4	125,904.00	Elementary School graduate	None required	None required	None required		SB Secretariat

Interested and qualified applicants should signify their interest in writing. Attach the following documents to the application letter and send to the address below not later than January 1, 2017

1. Fully accomplished Personal Data Sheet (PDS) with recent passport-sized picture (CS Form No. 212, Revised 2017) which can be downloaded at www.csc.gov.ph;
2. Performance rating in the present position for one (1) year (if applicable);
3. Photocopy of certificate of eligibility/rating/license; and
4. Photocopy of Transcript of Records.

QUALIFIED APPLICANTS are advised to hand in or send through courier/email their application to:

Vice Mayor JOEL T. ARADA

Office of the Municipal Vice Mayor
Municipal Government of Balayan
Plaza Rizal, Balayan, Batangas

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.